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**TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers**

**FROM: Amy Mendel-Clemens  
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**BHCE/BWP OPERATIONS MEMO**

**No: 04-18**

**DATE: 04/01/2004**

FS	<input checked="" type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input type="checkbox"/>		
Other	EP	<input type="checkbox"/>			

**PRIORITY: HIGH**

**SUBJECT: CARES and Data Exchange Enhancement - Food Stamp Program  
Intentional Program Violation Type of Offense Codes**

**CROSS REFERENCE:** FSHB 06.01.01, 06.01.02  
CARES Guide – 10.6.0, 10.6.1, 10.6.2

**EFFECTIVE DATE:** April 2, 2004

**PURPOSE**

This memo outlines new Intentional Program Violation (IPV) Type of Offense Codes used when entering the IPV information into CARES.

**BACKGROUND**

The Federal Food and Nutrition Service (FNS) now requires specific type of offense codes be used to track Food Stamp (FS) Program disqualifications based on offenses relating to drug and firearm trafficking convictions, administrative findings, dual participation and application fraud. CARES has been updated to accommodate this requirement.

All states report IPV determinations into a national database of Disqualified Recipients. The screens in CARES that are used to record, report and query IPV information from the national

database are described collectively as the Disqualified Recipient Subsystem (DRS). FNS updates this database monthly with new information for FS IPV's throughout the country.

## CARES CHANGES

### IPV PROCESSING AND NEW FIELD ON AIIP

IPV information is entered in CARES as soon as possible after the date of decision either by a worker or through the Data Exchange (DX) process for IPV's that have occurred in other states. AIIP has been modified so workers can now enter the type of offense as indicated in the legal IPV documents. When the sanction number and type of offense code are entered, CARES will automatically calculate the sanction duration period.

### AIIP FIELD CHANGES

AIIP	FOOD STAMP IPV SANCTION	03/29/04 08:20
CASE: 0000403601	WORKER: XCTG04	XCTG04 P KIERN
LAST UPDATED: 03 25 04	CASE STATUS: OPEN	CASE MODE: ONGOING
NUM: 03 NAME: FATHER	O IPV	SSN: 254 14 7714
FCS NAME: FATHER	O IPV	FCS SSN: 254 14 7714
DC: _____		
IPV SANC NUM: 2	TYPE OF OFNS CD: Z OTHER INTENTIONAL PROGRAM VIOLATIONS	
SANCTION DURATION: 024 MONTHS		
DECISION DATE: 03 20 04 VR: AF		
SANCTION BEGIN DATE: 05 01 04		SANCTION END DATE: 04 30 06
REASON FOR OVERRIDE: _____		
OVERRIDE BEGIN DATE: _____		OVERRIDE END DATE: _____
ORIG LOCAL AGENCY: _____		LOCAL AGENCY: 0079 Milwaukee Co
CONTACT TITLE: DRS Verifier		COUNTY: 40
CONTACT ORGANIZATION: Milwaukee Co		PHONE: 414 289 6194
STATE CODE: WI WISCONSIN		STATE TEXT: 0001051849
DOB: 01 01 60 SEX: M ACTION CODE: A MATCH DATE: 03 25 04 STATUS: _____		
-----INDIVIDUALS-----		
01 IAM C (PP )	02 DAUGH C (DAU)	05 MOTHE C (NOT)
04 SON C (NOT)		03 FATHE C (NOT)
PFKEYS: 19=DXQI 20=AIIS 23=DXRU		
NEXT TRAN: _____		PARMS: 0000403601 MORE...

"Type of Offense Code" entries are A,B,C,D,E,F,Z (see Reference Table Screen). The "Controlled Substance Violation: Y/N" field has been removed, but will display on screens where Y or N has been entered.

### Type of Offense Code

Workers are to enter the sanction number and new type of offense code based on the information received. The documents requesting entry of the IPV should identify the type of offense being charged. If the document does not contain the offense type, obtain more information from the party who issued the IPV. CARES will set the appropriate sanction duration based on the entered sanction number and type of offense code.

**NOTE ➤** The Sanction Duration field is updateable by workers. This field should be updated only if it is necessary to override the sanction duration based on legal documents that indicate a different sanction duration period. CARES will populate the sanction duration field based on the sanction number and type of offense code.

The following new reference table contains the offense codes, IPV sanction number, description and sanction duration. Sanction duration is the number of months a recipient is disqualified from receiving FS. Code 999 is permanent disqualification. No sanction end date will appear if the sanction duration is 999.

RTDT	REFERENCE TABLE DISPLAY SCREEN			03/23/04 13:03
				XCTG04 P KIERN
TABLE ID: TTOC	TABLE DESC: TYPE OF OFFENSE CODE			
AGENCY : 99	EFFECTIVE DATE: 02 19 04			
KEY :	NEXT KEY: D3			
OFFENSE CODE	IPV SANC NUMBER	DESCRIPTION	SANCTION DURATION	
A	1	DRUG TRAFFICKING CONVICTION < \$500	024	
A	2	DRUG TRAFFICKING CONVICTION < \$500	999	
A	3	DRUG TRAFFICKING CONVICTION < \$500	999	
B	1	TRAFFICKING CONVICTION (INCLUDING DRUGS) > \$500	999	
B	2	TRAFFICKING CONVICTION (INCLUDING DRUGS) > \$500	999	
B	3	TRAFFICKING CONVICTION (INCLUDING DRUGS) > \$500	999	
C	1	FIREARMS TRAFFICKING CONVICTION (ANY AMOUNT)	999	
C	2	FIREARMS TRAFFICKING CONVICTION (ANY AMOUNT)	999	
C	3	FIREARMS TRAFFICKING CONVICTION (ANY AMOUNT)	999	
D	1	TRAFFICKING, ADMINISTRATIVE FINDING	012	
D	2	TRAFFICKING, ADMINISTRATIVE FINDING	024	
D	3	TRAFFICKING, ADMINISTRATIVE FINDING	999	
E	1	DUPLICATE PARTICIPATION	120	
E	2	DUPLICATE PARTICIPATION	120	
E	3	DUPLICATE PARTICIPATION	999	
F	1	APPLICATION FRAUD, NON REPORT OF CHANGES	012	
F	2	APPLICATION FRAUD, NON REPORT OF CHANGES	024	
F	3	APPLICATION FRAUD, NON REPORT OF CHANGES	999	
Z	1	OTHER INTENTIONAL PROGRAM VIOLATIONS	012	
Z	2	OTHER INTENTIONAL PROGRAM VIOLATIONS	024	
Z	3	OTHER INTENTIONAL PROGRAM VIOLATIONS	999	

### DATA EXCHANGE PROCESS ENHANCEMENT

Currently, when an IPV from another state is entered through DX, the worker must go to AIIP, verify the sanction information with the other state, enter a verification code, and run SFED/SFEX to impose the sanction and reduce food stamp benefits. Effective with this change, the worker will no longer need to enter a verification code.

This enhancement will enter "DX" in the verification field and issue the following alert to the worker: 201, NEW FS IPV INFO RUN SFED/SFES. Once the worker runs SFED/SFEX and confirms the benefits, the IPV will be imposed.

The Fax number for the IPV agency will now also display on screen DXQI.

### **CONTACTS**

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHFS/DHCF/BHCE/JE